

Montana Farm-to- School Mini-Grant Program Application

Applications must be received by June 1, 2009
Project and funds must be completed by August 31, 2010

This grant program is designed to assist schools in the initial implementation of one of the five key components (as identified on Attachment B) of a Farm to School Program. The grant funds can be used for gardening projects, curriculum related projects, field trips, promotion/marketing, and professional development. Food can be purchased with these funds only for nutrition education purposes. See Attachment D for additional details on allowable use of mini-grant funds.

Please type or print neatly. Attach additional pages if needed.

Name of School District/Community Organization _____

Address/City/State/Zip _____

Telephone_____ **Fax** _____ **E-mail** _____

Grade levels served by school district (s) _____ **Potential Number of Kids Reached** _____

Contact Person_____ **Telephone** _____ **E-mail** _____

Summer Telephone_____ **Summer E-mail Address** _____

1. **Is the school (s) already a Team Nutrition School (TNS)?** Yes ____No____ If No, please list the date _____ the TNS application was submitted to the USDA. Include a copy of the application form with grant application. 5 points
2. **Title of Project** _____
3. **Target audience** _____
4. **Estimated total number of people the project will impact:** _____
5. **Project Plan:** Describe in detail the project plan. Make sure to identify one of the five components of a Farm to School Program (Attachment B) that will be addressed and how you plan to implement it. 35 points. Use a separate sheet if needed.
6. **Desired Outcome(s):** What is the project's outcome? What do you plan to accomplish as a result of this project? 5 points

7. **Evaluation Plan:** How will you measure success? Think in terms of simple data that can be collected like the number of people reached through the grant. Will you conduct a simple survey to measure changes in your school environment? How will you determine if your goal is met to improve the level of nutrition education for the students or to increase the presence of local foods in the foodservice program or throughout the school setting? 5 points
8. **List any partners collaborating on the project:** (Note: Involvement of multiple stakeholders like students, teachers, administrators, food service, school nurse, parents and community members is encouraged.) 10 points
9. **Describe how this project will be sustained after the grant period is over:** 10 points
10. **How is the project linked to your school district's wellness policy?** 5 points
11. **Please indicate the amount of the mini-grant funds requested (check box) and complete Attachment C (Budget Detail Form):** 25 points
- ☐ \$250
 - ☐ \$500
 - ☐ \$750
 - ☐ \$1,000

I verify that the funds from this mini-grant will be used specifically to fund a *Farm-to-School Program* as detailed above. I understand that mini-grant funds need to be spent by August 31, 2010, and a short follow-up report (due September 11, 2010) will be required after completion of the project.

Project Contact Signature

Date

School Superintendent Signature
(If project funds are going through your school)

Date

The School District tax ID _____
(The grant award check will be payable to the school district or to a nonprofit organization.)

Applications must be received by June 1, 2009

Applications will be accepted via mail or e-mail. If sending an electronic version, please call us to verify that it was received.

Sincerely,

Katie Bark or Mary Stein
Montana Team Nutrition Program
Montana State University
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Bozeman, MT 59717-3360

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Distributed by
Denise Juneau, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov



ATTACHMENT A: Team Nutrition School Enrollment Form

Becoming a Team Nutrition School will help you focus attention on the important role nutritious school meals, nutrition education and a health-promoting school environment play in helping students learn to enjoy healthy eating and physical activity. It will provide the framework for team efforts by school nutrition staff, teachers, parents, the media and other community members.

Team Nutrition has three behavior-focused strategies:

- Provide training and technical assistance to Child Nutrition foodservice professionals to enable them to prepare and serve nutritious, appealing meals to students.
- Promote nutrition curriculum and education in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
- Build school and community support for creating healthy school environments that are conducive to healthy eating and physical activity.

All program materials encourage students to make food and physical activity choices for a healthy lifestyle. They focus on five behavior outcomes:

- ✓ Eat a variety of foods
- ✓ Eat more fruits, vegetables and grains
- ✓ Eat lower fat foods more often
- ✓ Get your calcium-rich foods
- ✓ Be physically active

Team Nutrition Schools have these common values:

1. We believe that children should be empowered to make food and physical activity choices that reflect the Dietary Guidelines for Americans.
2. We believe that good nutrition and physical activity are essential to children's health and educational success.
3. We believe that school meals that meet the Dietary Guidelines for Americans should taste good and appeal to children.
4. We believe our programs must build upon the best science, education, communication and technical resources available.
5. We believe that school, parent and community teamwork is essential to encouraging children to make food and physical activity choices for a healthy lifestyle.
6. We believe that messages to children should be age appropriate and delivered in language they speak, through media they use, in ways that are entertaining and actively involve them in learning.
7. We believe in focusing on positive messages regarding food and physical activity choices children can make.
8. We believe it is critical to stimulate and support education and action at the national, state and local levels to help children develop healthy eating and physical activity behaviors.

As a new Team Nutrition School, you will receive a resource kit (while supplies last) of materials to help you plan and carry out activities for your students and their families. Additional Team Nutrition materials can be purchased from the National Food Service Management Institute (1-800-321-3054). You also have the opportunity to use the Team Nutrition Web Page where you can share your success stories and learn what other Team Nutrition Schools are doing.

Go to USDA's Team Nutrition Program Web page: www.teamnutrition.usda.gov

Look under "Join the Team," print and complete the [School Enrollment Form](#), (provided as a PDF file). Fax your completed application to (703) 305-2549, or mail to: Team Nutrition, 3101 Park Center Drive, Room 632, Alexandria, VA 22302.

At the same time, provide a copy of the enrollment form to your food service director and to the Montana Team Nutrition Program. The fax number of Montana Team Nutrition is (406)994-7300. If you have questions, call Montana Team Nutrition, (406)994-5641.

Team Nutrition School

Enrollment Form



Our Team Nutrition School Leader is:

- ☐ Ms. ☐ Mrs.
☐ Mr. ☐ Other

FIRST NAME _____ LAST NAME _____

TITLE _____ SCHOOL'S NAME _____

TOTAL ENROLLMENT _____ GRADES TAUGHT _____

SCHOOL DISTRICT _____ SCHOOL COUNTY _____

SCHOOL ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE () _____ FAX () _____

E-MAIL ADDRESS _____

Please check one or more of the appropriate grade ranges:

- ☐ P (PRESCHOOL) PRE-K ☐ E (ELEMENTARY) K-5/6 ☐ M (MIDDLE) 6/7-8 ☐ H (HIGH) 9-12

We agree to:

- Support USDA's Team Nutrition goal and values.
- Demonstrate a commitment to help students meet the Dietary Guidelines for Americans.
- Designate a Team Nutrition School Leader who will establish a school team.
- Distribute Team Nutrition materials to teachers, students and parents.
- Involve teachers, students, parents, food service personnel, and the community in interactive and entertaining nutrition education activities.
- Participate in the National School Lunch Program.
- Demonstrate a well-run Child Nutrition Program.
- Share successful strategies and programs with other schools.

We certify our school does not have any outstanding overclaims or significant program violations in our school meals programs.

SCHOOL PRINCIPAL, PRINTED NAME

SCHOOL FOOD SERVICE MANAGER, PRINTED NAME

SIGNATURE

SIGNATURE

DATE

DATE

ATTACHMENT B

Five Key Components of a Farm-to-School Program

For the purposes of this Farm-to-School mini-grant program, Montana Team Nutrition staff has identified five components of a Farm-to-School Program central to grant applications. Each one is important and can have an impact on community, schools, sustainability, health, and nutrition. The five components are listed below along with examples of how each component can be addressed. The examples under each component are not meant to be exclusive; you are encouraged to implement your own ideas/activities that address the component. Feel free to contact Montana Team Nutrition program staff for additional clarification on these components.

1. Student Gardening: Connecting to the Source of Your Food

- Start a school/classroom garden: Specify a gardening activity and use funds to purchase supplies (e.g., seeds, potting soil, and starter pots) for the classroom projects or a few shovels and hoes for a school garden.
- Use the garden to teach food safety through proper harvest, processing, and storage.
- Begin a compost project or a school orchard/edible schoolyard.
- Help students learn where food really comes from and gain an appreciation for nutrition and healthy foods.
- Provide children with hands-on experiences that support the message of eating more fruits, vegetables, and other fresh products.
- Contact your local MSU Extension office to see if there is a Master Gardener's program that can assist with your project.
- Partner with local gardening supply sources for creating sustainability in the gardening project.

2. Curriculum Related Projects

- Purchase a curriculum for the classroom that makes a connection between good health and nutritious foods such as those grown in their school/classroom garden, the local community, or throughout the state of Montana.
- Integrate food and agriculture knowledge with standard science, math, and social studies curricula. Help students understand the economics of purchasing local foods. Emphasize the benefits of keeping your dollar in the local economy.
- Invite students to “map” foods produced throughout the state of Montana or within your local community.

3. Connecting to Local Food Producers: Field Trips

- Take a field trip to a local farm, dairy, ranch, orchard, farmer's market, greenhouse, food co-op, or processing plant. Arrange for the students to take part in planting, harvesting, milking, digging, weeding, packaging, or sampling (taste testing).
- Invite a guest speaker to talk to your class about farming, ranching, gardening, agriculture, sustainability or nutrition.
- Visit a local grocery store and look for Montana grown items that are available to the students and their families.

Attachment B Continued:

4. Promotion and Marketing: Connecting School, Families and the Community to the Farm-to-Fork Initiative

- Host a “Local Foods Festival” in your cafeteria. Promote the school meal program while emphasizing local food and economy.
- Plan a taste testing session highlighting local foods to invest students in new local food sourced items for the school breakfast or lunch menus.
- Arrange a student “brainstorm” session, inviting their ideas on how to incorporate local foods into the school meal menu or after school snack program.
- Highlight a different local food product each month, promoting its culinary uses, nutritional value and economic impact on the state of Montana.
- Partner with others in the community to educate the general public about the three key elements of sustainable food systems: health, the economy, and the environment.
- Initiate a campaign among students, parents, administrators and community members to advocate for more Montana produced foods on school meal menus and at home.
- Implement a Montana Farm-to-School Fundraising Project – Contact Mary Stein for more information on this activity.
- Initiate “Local Foods” parties as a basis of a school celebration or classroom party.
- Organize students to create a “Food/Gift Buyer’s Guide,” highlighting local establishments that sell foods/gifts made in the state of Montana.
- Develop or enhance the school food service program recycling program.

5. Professional Development

- Provide training for school food professionals, teachers, administrators, and/or community members on the value of Farm to School programs and ways to initiate and sustain a program in your school/district.
- Train educators on the use of a Farm to School curriculum that is purchased with grant funds for use within their science, math, language arts, health enhancement or other related curriculum.
- Train school food professionals in working with local, seasonal foods and recipe adaptation to include more local ingredients.
- Contact Montana Team Nutrition program staff for assistance in identifying instructors/trainers.

Related Web Sites

<http://www.farmtoschool.org/>
<http://www.farmtoschool.org/MT/programs.htm>
<http://www.missoulacfac.org/content/index/19>
<http://www.growmontana.ncat.org/>
<http://www.aeromt.org/>
<http://www.vtfeed.org/>
http://www.foodsecurity.org/farm_to_school.html

ATTACHMENT C

Budget Detail

The grant funds can be used for gardening projects, curriculum related projects, field trips, promotion/marketing, and professional development. Food can be purchased for nutrition education purposes but not food for use in the food service program. **Please review Attachment D: Guidelines for Allowable Team Nutrition Mini-Grant Expenditures**

Project Title _____ **School** _____

Categories	Amount (\$)	How Will Funds Be Used?
Food for Nutrition Education		
Gardening Project Supplies		
Nutrition Education/Curriculum Resources		
Field Trip Expenses		
Food Service Expenses (no food)		
Professional Development for Staff or Contracted Trainer		
Marketing/Promotion		
Other: (specify)		
Total	\$	

Project Contact Signature

Date

Superintendent Signature

Date

ATTACHMENT D

Guidelines for Allowable Team Nutrition Mini-Grant Expenditures

Food Cost

Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the mini-grant proposal or work plan. Team Nutrition funds should not be used to purchase a meal for anyone.

Food and Nutrition Equipment

Team Nutrition funds may **not** be used to purchase food service operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands-on food experiences may be permissible **if** such activities are part of the integrated nutrition education lessons specified under the objectives of the proposed mini-grants. Teachers' commitment to teach nutrition in the classroom and share the use of the purchased mobile kitchen equipment among other teachers within the same school building, if applicable, should be clearly indicated in the mini-grant proposal. A total expenditure of food and nutrition-related equipment purchases should not exceed 10 of the total mini-grant awarded.

Medical Equipment

Team Nutrition funds may **not** be used to purchase medical equipment or health services related to health assessments such as obtaining clinical data on nutritional status, chronic disease or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron level are not allowable costs under the mini-grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurses' office, students' health care provider or the individual student's knowledge.

Physical Activity

Eating healthy and being physically active are desired behavior outcomes of Team Nutrition. States are encouraged to coordinate with community, youth and recreational organizations, and others whose primary mission is to make regular opportunities for physical activity accessible to students. Educational and program materials developed with TN funds to promote and reinforce physical activity for all target audiences must include messages that link nutrition and physical activity, such as "balance your day with food and play" (Eat Smart. Play Hard.TM). While it might be permissible to use mini-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies such as a few classroom jump ropes or hoola hoops to help teachers promote lifelong physical activity habits as part of a classroom nutrition education activity, Team Nutrition funds are **not** intended to purchase pedometers or award pins for everyone, or to subsidize the regular physical education program in the school. The costs associated with physical activities should not significantly detract from funds for promoting healthy eating.

Team Nutrition funds may **not** be used to purchase playground equipment, exercise or sports equipment, sports lessons (swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local nonprofit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the school.

Attachment D, Continued

Promotional/Incentive Items

The purpose of the Team Nutrition Grants is to promote Team Nutrition messages, not Team Nutrition itself. Any promotional item or incentive should promote one or more of the Team Nutrition messages or refer the target audience to a Web site that provides the Team Nutrition messages. Any cost associated with such promotions or incentives must be reasonable in comparison to the mini-grant funding.

Staff Development and/or Substitute Pay

If adequate funding is available and acceptable to the state agency, Team Nutrition funds may be used to hire a substitute for the teacher, school administrator, or school food service staff representative to attend training, participate in planning sessions or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

Gardening

It is recognized that some of the Team Nutrition materials promote activities related to gardening and gardening is an excellent way to involve the entire school, parents, and the community in a Team Nutrition activity. If the plans submitted by the mini-grant recipient(s) specify a gardening activity, Team Nutrition funds may be used to purchase a reasonable amount of supplies (e.g., seeds, potting soil and starter pots) for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds may not be used to purchase bulk soils such as topsoil, irrigation supplies, fencing or any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the TN Training Grant period. Schools may also contact their local Cooperative Extension office to see if there is a Master Gardeners' program that can assist with the gardening project.

Summary

There is limited funding to accomplish Team Nutrition's important goal of improving children's lifelong eating and physical activity habits. State agencies will want to ensure that the best use of the limited funding is achieved. In approving mini-grant requests, a positive answer should always be sought to the following questions:

1. Is the cost applicable to my grant and the mini-grant's objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?